

In most large organizations, comprehensive employee handbooks are developed, reviewed, communicated, and placed on-line. An outline for an effective employee handbook is shown in **Exhibit 4-10**. Although employee handbooks are generally tools for employees of the department, it is important that all employees function from the same general base. Such a handbook serves as a communications tool and establishes a basis from which standards and operating procedures can be developed. Consistency in the delivery of services to the districts and within the DPI is imperative for a quality system.

Exhibit 4-10
Outline for an Employee Handbook

1. A statement of welcome and an explanation of the handbook's purposes.
2. A brief history of the DPI.
3. A description of products and services.
4. Current organization charts.
5. A map showing the districts served by the Department.
6. An explanation of authority or reporting procedures.
7. General information on customers, facilities and services, and division activities in the community.
8. A Department mission statement.
9. Department policy statements on equal employment opportunity, affirmative action, a drug-free workplace, ethics, sexual harassment, and ADA requirements.
10. Information on internal and external recruitment and selection, including job posting policies, promotion and transfer policies, separation and rehire policies, and opportunities for training, career counseling, and professional development.
11. Basic compensation and benefits information, including employment classifications, work hours, pay procedures and schedules, overtime pay, holidays, vacations, bereavement, jury and witness duty, sick leave, and other leaves of absence.
12. Summary descriptions of fringe benefits such as health and life insurance, tuition reimbursement, pensions, employee assistance programs, and work/life.
13. Programs—for example, child or adult day-care services or adoption assistance.
14. Emergency information, including numbers to call in case of unforeseen disasters.
15. General rules of workplace conduct—for example, smoking, dress and grooming, or absenteeism and tardiness—and methods for addressing complaints and resolving disciplinary problems.
16. Brief explanations of procedures for purchasing equipment, arranging travel, or receiving expense reimbursements.
17. An acknowledgment receipt form.
18. An alphabetized topic index.

Source: American Association of School Personnel Administrators website (www.aaspa.org), 2007.

RECOMMENDATION

Recommendation 4-21:

Create a comprehensive employee handbook for the Department of Public Instruction and place the handbook on-line.

The creation of a comprehensive employee handbook will help standardize practices and provide guidance through the department's operations. An employee handbook will serve as a basis for organization and establishment of internal procedures from which employees can function.

